

Important Reminders:



- Any time there are any changes in your household, i.e. income, household members moving out, child care changes or medical deduction changes, you need to report these within 10 days from the date of the change and submit proof of change to this office with the 10 day change form. New household members must be approved in advance by the PHA and the Landlord.

- You always need an appointment to speak with your housing specialist. **Walk-ins are NOT permitted.** Please call your Housing Specialist to make an appointment.

- HAP Payment information: The earliest we can start HAP payments is the day after the unit passes inspection IF the tenant is living there or moving in per Federal Regulations, provided there are no other issues that would interfere with the contract.

- Mail—In order to insure our timely receipt of information, please send all correspondence to the following mailing address: P.O. Box 72424, Newport, KY 41072-0424.

Upcoming Holidays that we are closed:

May 31st—Memorial Day
July 5th—Independence Day



Please be advised that our staff is to be contacted at the office phone number ONLY at 261-5200. The Director, Sarah Collins, can be also be reached at that number in the event you are having continuous trouble reaching your Housing Specialist. If you do not follow this rule your assistance can be terminated.

Resident News

Spring 2010



Mission Statement: To work with the community to provide decent, safe, and affordable housing for eligible families and to provide and promote self-sufficiency and economic independence for residents

CAMPBELL COUNTY DEPARTMENT OF HOUSING

OFFICE LOCATION:

1098 MONMOUTH STREET -
2ND FLOOR

NEWPORT, KY 41071

859-261-5200

FAX: 859-261-0577

OFFICE HOURS: 8:30-12:00 & 1:00-4:30
MONDAY-FRIDAY

STAFF:

SARAH COLLINS, DIRECTOR

JOSEPH CLEVINGER, PSS COORDINATOR/
HOUSING SPECIALIST

ELIZABETH MILLER, HOUSING SPECIALIST,
ADMINISTRATIVE COORDINATOR

PAMELA DOYLE, HOUSING SPECIALIST

DAVID SCHNEIDER, HOUSING INSPECTOR

VALERIE SMITH, INTAKE SPECIALIST

SIGNING A LEASE

Signing a lease for a new apartment can be very exciting — and intimidating. You'll be better equipped to read the lease, and catch anything that doesn't make sense, if you know what to expect. Here are some tips on what can be found in a typical apartment lease.

Who signs the lease? Every lease is a contract, and as such will name the people who have entered into the contract and are legally bound by it. That should be your landlord, yourself, and any roommates you might have. Any roommate whose name doesn't appear on the lease isn't legally liable for rent; if you take on a new roommate after the lease has been signed, you might want to ask the landlord to issue a new lease.

THE BASICS

The landlord should include information about who manages the rental property, including address and phone numbers. The lease should also identify which property is being rented. The lease should also include the specified monthly rent and the amount of the security deposit. It should specify when a rent payment is considered late, and what the penalties are for late payment. It should specify that it applies for a given length of time (say, 12 months) and spell out what happens when one party or the other decides to terminate the lease early. Some leases will specify how far in advance you need to notify the landlord when you need to renew the lease; some will default to a "month-to-month" agreement after the original term runs out. You'll want to know this well in advance of deciding whether or not to renew.

The lease should include information on penalties if you break the lease, as well as whether you would be able to sublet or find a new tenant if you have to leave, and whether there is an "automatic renewal" clause, in which the lease is renewed unless you give notice by a certain date. If you do end up having to break a lease, be prepared to pay — either for legal representation or the penalties specified.

WHO FIXES WHAT?

Your lease should indicate who is responsible for repairs. Frequently leases make tenants responsible for minor repairs and landlords responsible for major ones, though this may differ depending on your rental management company.

OTHER ITEMS:

Your lease may, or may not, include details on the following:

Pet fees: Many apartment communities require an additional security deposit or rent to have a pet on the property. If you're negotiating with a private homeowner and you intend to bring your pet, make sure that a clause is added to the lease allowing for your pet.

Utilities: You and your landlord should already have agreed on what utility payments you will be responsible for. Make sure that the specifications in the lease match your expectations.

Modifications: The lease may specify that you cannot make significant changes to the property, including painting, replacing carpet or floors, or knocking out walls. If you really want a change to the apartment, you might be able to negotiate this ahead of time. Make sure that any repairs or modifications you agree on verbally are written down in the lease.

SIGNING THE LEASE

Take the time to read your lease thoroughly and carefully because once you sign, the terms are legally binding. If you don't understand a clause, ask for clarifications. If you don't agree with a provision, see if you and your landlord can compromise. If you want to make or request changes to the lease, both you and the landlord should initial them.

Save a copy of the final lease signed by you and the owner or manager. This document is the most important document to help you if there's any disagreement about the apartment or anything related to it.



DID YOU KNOW?

Did you know that if you do not supply all information that the PHA or HUD determines to be necessary including evidence of citizenship or eligible immigration status and information for use in a regularly scheduled reexamination or interim reexamination the ineligibility time frame is SIX MONTHS.

MOVING WITH KIDS

When you decide to move consider the age of your child or children. Preschool or younger will not understand everything that is going on around them, so it is better to try to maintain a consistent routine and not begin any new changes for a while. For example toilet training or switching to a new bed may be put off until a few months after the move.

School age children have to start over in a new environment and make new friends. To make the transition easier notify your child's teacher so she can be aware of the child's emotions. You can also schedule a visit with your child to the new school before the first class begins. From an academic standpoint it is easier for a child to begin school at a new school instead of transferring in the middle of the school year. Teenagers have very different responses, depending on circumstances. You can deter this by researching the high school they will be attending and discussing activities they'd like to pursue. Teens already in high school may be very angry if they have to leave academic programs, sports or other extra-curricular activities to which they are attached. On the other hand a teenager who is having a difficult time in school may appreciate the change to start fresh and make new social connections.

Source: Apartments.com

ASSISTANCE WITH PHONE BILLS

A telephone can save your life in an emergency when you need to contact a hospital, ambulance, fire department, doctor, caregiver or family member. A service called Lifeline can save \$10.50 per month if you qualify for Medicaid, SSI, Food stamps, Utility Assistance (LIHEAP) or HUD (Section 8). Under this program your monthly telephone bill can be reduced by as much as \$10.50 per month. The lifeline program is based on a federal law aimed at helping everyone afford local phone service.

Another program named Link Up America can save you up to \$30 on installation. If you do not have a phone and qualify for one of the previously listed programs, you can get help under Link Up America, which is a service that assists with the telephone installation fee. Under this program the phone company will waive half the cost of installation or \$30, whichever is less. You will qualify for Link Up if you qualify for the Lifeline service. In order to apply for either program you need to contact your local phone company.

Source: kyjustice.org

NEW FORMS ON OUR WEB PAGE

You can now access the following forms on our web page at www.campbellcounty.ky.gov. Click on county services and then housing to access; 10 day change reporting form, Zero Income Report, Personal Declaration, Items to bring to appointment, Ineligibility Timeframes, and Certification of Disabled Status. Please feel free to use these forms as you need them.